



## JOB DESCRIPTION

Position Title: **Team Leader**

Working Area: **Water & Sewer Maintenance**

Class Code: 5600

Non-Exempt

EEO Code: 08

Effective Date: August 30, 2002

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### **Major Function**

Supervisory work and the installation, maintenance and repair of County-owned water and wastewater treatment plants, pumps, controls, electrical systems, and related equipment.

### **Essential Functions**

*Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.*

Supervises assigned personnel in the installation, maintenance, repair, and/or renovation of water and wastewater facilities. Assists with the operation of the divisions' preventative and predictive maintenance and emergency operation programs, including the maintenance of accurate program records and files.

Performs general and major overhaul and repair work on wastewater and water pumps. Inspects, lubricates, adjusts, and replaces necessary units and related parts.

Initiates purchase requisitions and receives purchased materials for operation and maintenance use and delegates these responsibilities to appropriate personnel as necessary.

Develops, administers, and maintains an inventory control program of parts, supplies, tools, and equipment purchased and used in collection, treatment, and distribution facilities.

Reviews engineering plans and specifications for system improvements. Participates in the selection of Engineering Consultants and development of project specific scope of services.

Responds to emergency situations and makes recommendations on appropriate actions, equipment, and personnel requirements to deal with the situation.

Repairs and maintains chlorination systems. Designs and installs electrical, chemical and mechanical systems.

Initiates and effectively recommends to supervisor for final action by the department director for hiring, termination, performance evaluation, disciplinary and/or commendatory actions for assigned personnel.

Performs other duties as assigned or as may be necessary.



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### **Minimum Qualifications**

Extensive knowledge of the construction, assembly, adjustment, and maintenance of a wide variety of pumps, motor starters, electronic control circuits, chemical equipment, and all types of hand tools and power tools.

Ability to effectively plan, organize and supervise subordinate personnel. Ability to communicate effectively in both oral and written form. Ability to read engineering drawings and specifications. Ability to operate heavy equipment to include; backhoe, scraper, ditch witch, front-end loader, and other similar equipment used by the Division.

Skilled in the application of mechanical maintenance methods and techniques used in water and wastewater treatment field. Skilled in reviewing and reading engineering drawings and specifications.

High School Diploma or GED and five (5) years' experience in electrical and mechanical maintenance work, or four (4) years experience in electrical and mechanical maintenance work supplemented by completion of a Florida Pollution Control Association approved vocational course.

Requires a license as a "C" water distribution and a "C" license for wastewater collection and transmission systems. May consider a combination of higher licenses for water distribution and wastewater collection and transmission systems.

Must possess and maintain a valid Florida Commercial Driver's License Class "B" with N endorsement.

Must be able to climb minimum 20-foot vertical ladder and lift heavy objects.

*A comparable amount of education, training, or experience may be substituted for the minimum qualifications.*

### **Working Conditions**

This position may work in a water treatment and collection facility or perform fieldwork related to maintenance and repair of water systems. Incumbents may work in all types of weather conditions and work in areas with a high exposure to dust, dirt, fumes, vapors, and noise. This position may have exposure to situations that require wearing self contained breathing apparatus to perform repair work.